CARIBBEAN EXAMINATIONS COUNCIL
CARIBBEAN SECONDARY EDUCATION CERTIFICATE®
MODERATION OF SCHOOL-BASED ASSESSMENT
OFFICE ADMINISTRATION

<table>
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<tr>
<th>Registration Number</th>
<th>Candidate’s Name</th>
<th>Assessor</th>
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**PREPARATION (13 marks)**
- Title page (1 mark)
- Table of contents (2 marks)
- Title of project (2 marks)
- Aim of project (2 marks)
- Functions (2 marks)
- Correspondence (4 marks)
- Methodology (2 marks)
- Regulations and Policies (4 marks)

**GATHERING DATA (15 marks)**
- Schedule (5 marks)
- Report (8 marks)
- Impact of office equipment (4 marks)
- Bibliography (2 marks)

**PRESENTATION (22 marks)**
- Title page (1 mark)
- Table of contents (2 marks)
- Title of project (2 marks)
- Aims of project (2 marks)
- Functions (2 marks)
- Correspondence (4 marks)
- Methodology (2 marks)
- Regulations and Policies (4 marks)
- Report (8 marks)
- Impact of office equipment (4 marks)
- Bibliography (2 marks)
- Language and organization (4 marks)
- Completed project (4 marks)

**TOTAL (50 marks)**

NAME OF CENTRE: ____________________________________________________________

NAME OF TEACHER: _________________________________________________________

TERRITORY: ________________________________________________________________

NUMBER OF CANDIDATES IN CENTRE: ____________

CENTRE CODE: _____________________________________________________________

YEAR OF EXAMINATION: ________________________

MODERATOR’S INITIALS: __________________ DATE: __________________

CHIEF/ASSISTANT EXAMINER’S INITIALS: __________________ EXAMINER’S INITIALS: __________________

DATE: __________________

*Revised 07-02-2014*